



## WILLIAMSON COUNTY

Leslie Mitchell, CPPO, CPPB  
1320 West Main Street, Suite 130  
Franklin, Tennessee 37064  
(615) 790-5868  
[lesliem@williamson-tn.org](mailto:lesliem@williamson-tn.org)

August 7, 2014

To Whom It May Concern:

Williamson County is accepting bids for microchips and software for the Animal Control Department. Minimum bid specifications are enclosed. Please note any exceptions to the bid.

It is not the intent of Williamson County to favor one vendor; however, we do, from time to time, have to rely on vendors' help in writing specifications. We will accept all bids with exceptions noted, and all bids will be given equal consideration.

Bids will be opened Thursday, August 28, 2014, 2:00 p.m. Bids should be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. Each envelope should be plainly marked: **Bid – Microchips and Software, Animal Control Department, August 28, 2014, 2:00 p.m. Envelope must also include bidder's company name. PLEASE NOTE: IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.**

Williamson County reserves the right to reject any and/or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Williamson County. **No bid shall be valid unless signed.** No bid shall be accepted by FAX machine or e-mail.

Enclosed is an *Ethical Standards Affidavit* and *Business Tax and License Affidavit*. Please complete these documents and return them with your bid.

If you have any questions, please e-mail [lesliem@williamson-tn.org](mailto:lesliem@williamson-tn.org). All questions must be submitted in writing by 4:30 p.m. CST on August 22, 2014. No addenda will be issued within 48 hours of the bid opening date and time.

Sincerely,

Leslie Mitchell, CPPO, CPPB  
Purchasing Agent

LM/lw  
Enclosure

**Minimum Specifications  
Microchips and Software  
Williamson County Animal Control & Adoption Center**

Williamson County Animal Control & Adoption Center purchases approximately 1800 microchips per year. This bid is for the microchips and required software.

- Pet owner must be automatically registered at time of adoption.
- Software must be web-based.
- All data entered into the software remains the property of Williamson County Animal Control & Adoption Center.
- Microchip must be pre-loaded in syringe.
- There must be an anti-migration system "bio-bond" to ensure that the microchip does not migrate.
- Onsite software training must be included.
- Microchip must be capable of being read by universal electronic scanning device for purpose of animal identification and recovery by pet owner.
- Microchip must come with exterior tag to notify that the animal has been implanted.
- Microchip must be ISO compliant 134kHz.

Total price per microchip \$ \_\_\_\_\_

Total software startup costs \$ \_\_\_\_\_

Annual maintenance fees \$ \_\_\_\_\_

Any cost for individual registration? Yes or No \_\_\_\_\_

If yes, please list individual registration cost \_\_\_\_\_

The bidder has received the following addenda:

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Company Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Remittance Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

**Ethical Standards Affidavit**

**State of Tennessee**

**County of Williamson County**

**Ethical Standards Affidavit.** After first being duly sworn according to law, the undersigned ("Affiant") states that he/she has the legal authority to swear to this on behalf of \_\_\_\_\_, ("Contractor") that no part of any other governmental monies provided for the services or products contemplated in this Agreement which was received from the State of Tennessee or Williamson County shall be paid directly to an employee or official of the State of Tennessee or Williamson County as wages, compensation, or gifts in exchange for acting as a Contractor, officer, agent, employee, subcontractor, or consultant to the County or the Contractor in connection with any Services or Work contemplated or performed relative to this Agreement. Affiant and Contractor further swears that no federally, state, or county appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any employee of the State of Tennessee, or employee of Williamson County in connection with the awarding of any federal, state, or county contract, the making or awarding of any government grant, the making of any government loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal, state or county contract, grant, loan, or cooperative agreement.

**Affiant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date \_\_\_\_\_

## ***Business Tax and License Affidavit***

***Business Tax and License Affidavit.*** The undersigned, ("Affiant"), states that he/she has the legal authority to swear to this on behalf of \_\_\_\_\_, ("Contractor"); that Contractor is not in any manner in violation of *Tennessee Code Annotated, Section, 5-14-108(l)* which provides that "(n)o purchase shall be made or purchase order or contract of purchase issued for tangible personal property or services by county officials or employees, acting in their official capacity, from any firm or individual whose business tax or license is delinquent." Affiant affirms and warrants that Contractor's licenses are currently valid and all business taxes have been paid and are current as of the date of this affidavit. Contractor is licensed and pays business taxes in \_\_\_\_\_ (County), Tennessee.

### **IV. Affiant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_